



Registration No.: 199001014145 (205814-V)

**ADMINISTRATIVE NOTES
FOR THE 31st ANNUAL GENERAL MEETING (“AGM”)**

Date : **Thursday, 23 September, 2021**
Time : **3.00 p.m.**
Meeting Platform : **GoToWebinar hosted by megacorp.com.my**
MYNIC ID : **D1A018851**

Voting via Digital Ballot Form at a Fully Virtual AGM

1. Pursuant to the Securities Commission (“SC”) Guidance Note on virtual meetings revised on 16 July 2021 on a fully virtual meeting, an online platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia. Under a Fully Virtual Meeting all participants, including the Chairman of the Meeting, Board Members, Senior Management and Shareholders are to participate in the Meeting online.
2. This is a fully virtual Meeting in adherence to the SC Meeting Guidance Note during the COVID-19 pandemic. Shareholders who wish to participate at the AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/AVbJyq> (please refer to paragraph 4 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the **Digital Ballot Form (“DBF”)**.
3. With the DBF, you may exercise your right as a Shareholder of the Company to participate (including to pose questions to the Board / Management of the Company) and vote during the AGM, at the comfort of your home or from any location.

Pre-Meeting Submission of Question(s) to the Board

4. Shareholders may use the *Questions’ Pane* facility (located at the top right corner of the screen) to submit questions in real-time during the Meeting via the Live-Streaming solution.
5. Shareholders may also submit questions before the Meeting via email to the following e-mail address in relation to the agenda items for the AGM, preferably before 3.00 p.m. on Monday, 20 September 2021 at AGM-support.EKSONS@megacorp.com.my.
6. We will endeavour to respond to the relevant questions during the Meeting or by email after the Meeting or by posting our reply on the Company’s website after the Meeting.

Registration Procedure

7. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Live-Streaming session to participate and vote remotely during the AGM online:
 - a. Open this link <https://vps.megacorp.com.my/AVbJyg>, or scan the QR code at the top right corner of this document, and submit all requisite details at least forty-eight (48) hours ie. Tuesday, 21 September 2021 at 3.00 p.m. before the date of the AGM.
 - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the Meeting as proxy via online, as in step (c) below. Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the Meeting.
 - c. Alternatively, you may deposit your instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed or a notarially certified copy of such power or authority through any one of the following methods and within the relevant timelines, and in default, the instrument appointing a proxy shall not be treated as valid:

	Place	Timeline
Physical instrument/ hard copy	To be deposited at the office of the Poll Administrator: Mega Corporate Services Sdn. Bhd. Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur.	Not less than twenty-four (24) hours before the time appointed for holding the meeting or adjourned meeting. No later than Wednesday, 22 September 2021 at 3.00 p.m.
Electronic form/ soft copy	To email to AGM-support.Eksons@megacorp.com.my	Not less than forty-eight (48) hours before the time appointed for holding the meeting or adjourned meeting.
Other methods	To register directly at https://vps.megacorp.com.my/dq4VRv For further information on the registration, kindly refer to the Administrative Notes.	No later than Tuesday, 21 September 2021 at 3.00 p.m.

- d. Corporate representatives of the corporate shareholders must deposit their original or duly certified certificate of appointment of corporate representative through any one of the methods and within the relevant timelines as set out in step (c) above.
- e. For a shareholder which is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991, please procure the execution of the Form of Proxy as per step (c) above.
- f. Upon verification of your registration, the Poll Administrator, Mega Corporate Services Sdn. Bhd. will send the following via email:
 - i. **Meeting Link** - for the Live-Streaming Session
 - ii. **DBF** - for Voting Purposes
- g. Your login to the Live-Streaming Session on the day of the AGM will indicate your presence at the virtual Meeting.
- h. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.

Record of Depositors (“ROD”) for the AGM

- 8. The date of ROD for the AGM is Monday, 13 September, 2021. As such, only Shareholders whose names appear in the ROD shall be entitled to participate, speak and vote at the AGM or appoint proxy(ies) / corporate representative(s) to participate, speak and vote on his / her behalf.

Poll Voting

- 9. The voting of the AGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
- 10. Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results after which the Chairman of the Meeting will announce the poll results of the resolutions.

No Door Gift/Food Voucher

- 11. There will be no distribution of door gifts or food vouchers for the AGM.

Recording or photography

- 12. Strictly NO unauthorised recording or photography of the proceedings of the AGM is allowed.

Enquiry

If you have any enquiries on the above, please contact the Poll Administrator during office hours (Monday to Friday):

Mega Corporate Services Sdn. Bhd.

Email : AGM-support.EKSONS@megacorp.com.my

Tel : +60 (3) 2692 4271

Alfred : +60 (12) 912 2734

Hisham : +60 (12) 252 9136